

Document #4639

7/25/89

M E M O R A N D U M

JULY 25, 1985

TO: BOSTON REDEVELOPMENT AUTHORITY AND
STEPHEN COYLE, DIRECTOR

FROM: SUSAN ALLEN, ASSISTANT DIRECTOR FOR
URBAN DESIGN AND DEVELOPMENT
MITCHELL FISCHMAN, SENIOR PROJECT COORDINATOR, BACK BAY

SUBJECT: AUTHORIZATION TO ENTER INTO PROFESSIONAL SERVICES
CONSULTANT CONTRACT WITH CLARKE AND RAPUANO, INC. FOR
COPLEY SQUARE REDESIGN IN THE BACK BAY

The Authority desires to engage the firm of Clarke and Rapuano, Inc. of New York City, winner of the 1984 National Design Competition for Copley Square, to complete design and construction inspectional services related to the redesign and reconstruction of Copley Square. A preliminary design plan was completed by this same firm for the 1984 competition and a \$30,000 award fee was paid for these services. The Authority is committed to implementation of this design and to the reconstruction of Copley Square.

The Trustees of the Edward Ingersoll Browne Commission have appropriated \$150,000 from the Browne Fund to aid in financing the design costs to develop and complete the conceptual design and provide engineering and design development services prior to the reconstruction of Copley Square, which was approved by the Boston City Council on July 10, 1985. The Copley Square Centennial Committee has also pledged to advance a matching \$150,000 (attached letter) to provide for anticipated total design and engineering fees of \$300,000.

The Consultant shall render services required under this Contract over an anticipated 18 month period to complete final design and construction drawings, supervise construction, and provide post construction services. This contract will not exceed \$300,000.

We, therefore, recommend that the Director be authorized to enter a Professional Services Consultant Contract with Clarke and Rapuano, Inc. of New York City, in an amount not to exceed \$300,000, to complete design and construction inspectional services related to

JULY 25, 1985

the redesign and reconstruction of Copley Square, substantially in accord with the form attached, at no cost to the Authority with \$150,000 to be provided from the Browne Fund and \$150,000 from the Copley Square Centennial Committee.

An appropriate vote follows:

VOTED: That the Director be, and hereby is, authorized to enter into a Professional Services Consultant Contract to provide design and construction inspectional services related to the redesign and reconstruction of Copley Square substantially in accord with the form attached, at no cost to the Authority with \$150,000 to be provided from the Browne Fund and \$150,000 from the Copley Square Centennial Committee.

**COPLEY
SQUARE**
CENTENNIAL
COMMITTEE

May 6, 1985

Mr. Stephen F. Coyle
Director
Boston Redevelopment Authority
1 City Hall Square
Boston, Massachusetts 02201

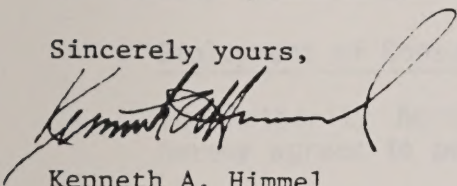
Dear Steve:

The Copley Square Centennial Committee is delighted to learn of the Browne Fund's interest in the Copley Square renovation.

We urge the Edward Ingersoll Browne Commission to support the Copley Square project, and hope the Browne Fund Committee's recommendation to grant \$150,000 to this project will be approved by all parties. In turn, the Copley Square Centennial Committee pledges \$150,000 to match this Browne Fund participation.

The total amount of \$300,000 will therefore enable the architectural, engineering and related plans to be initiated and completed.

Sincerely yours,



Kenneth A. Himmel

cc: Mitchell Fischman

CONTRACT FOR PROFESSIONAL SERVICES**BY AND BETWEEN****BOSTON REDEVELOPMENT AUTHORITY****AND****CLARKE + RAPUANO, INC.**

This Agreement entered into this day of , by and between the Boston Redevelopment Authority, a public body politic and corporate, duly organized and existing pursuant to Chapter 121B of the Massachusetts General Laws, having its usual place of business in Boston, Massachusetts, hereinafter referred to as the "Authority" and Clarke and Rapuano, Inc., having its usual place of business at 215 Lexington Avenue, New York, New York 10016, hereinafter referred to as the "Consultant".

WITNESSETH THAT:

WHEREAS, the Authority desires to engage the Consultant, winner of the National Design Competition for Copley Square, to render certain technical and professional services hereinafter described in connection with the reconstruction of Copley Square in accordance with the Consultant's winning design.

NOW, THEREFORE, the parties do hereto mutually agree as follows:

Employment of Consultant

The Authority hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereinafter set forth.

Area Covered

The Consultant shall perform all the necessary services provided under this Contract in connection with and in respect of the preparation of the final design for Copley Square, based on the Consultant's winning competition design.

Purpose of Contract

The purpose of this Contract is to prepare design development plans, cost estimates and construction documents for the reconstruction of Copley Plaza and to provide certain assistance and administration services for bidding and construction of the project.

ARTICLE I GENERAL

A. Project Description

The area of Copley Square for which the Consultant will provide the services set forth herein is bounded by Boylston Street, Clarendon Street, St. James Avenue and Dartmouth Street and is delineated in Exhibit A attached hereto.

B. Outline of Work Tasks

The scope of work is to be carried out in distinct but interrelated and interdependent work tasks. These are described in detail under Article II Scope of Work and are as follows:

Task 1. Design Development

Task 2. Construction Documents

Task 3. Construction Contract Assistance

Task 4. Construction Period Services

Task 5. Post Construction Services

Task 6. Contract Administration and Inspection Services

C. Relationship with the Authority

1. The Authority will designate a staff member who will direct the work of the Consultant under this Contract.
2. The Authority Liaison will be the principal contact between the Consultant and the Authority. Matters of policy and contractual concerns will be brought directly to the attention of the Authority Liaison who will issue instructions to the Consultant as necessary.
3. Technical material and discussions, and communications with other agencies of government, community groups, organizations, consultants, and interested individuals will be communicated directly by and between the Consultant and the individual party with a copy of all correspondence and information to the Authority Liaison.

D. Relationship with Other Authority Consultants

1. The Consultant will coordinate with the Authority to identify work to be performed, time of performance, and format of work tasks to be performed by other consultants to the Authority that are necessary to facilitate the completion of the Consultant's work.

E. Relationship with Public and Utility Agencies

1. The Consultant, with assistance from the Authority will establish procedures for effective coordination with public and utility agencies.

2. The Authority Liaison will be the principal contact between the Consultant and public and utility agencies in arranging for meetings, collection of data, review of documents and receipt of comments.

F. Citizen Participation

It is anticipated that during the course of the project informal meetings with local community groups and interested parties will be required. All meetings will be scheduled and coordinated by the Authority Liaison.

G. Data Furnished by the Authority

1. The Authority will provide the Consultant with topographic and utility surveys showing the current conditions within the project area delineated in Exhibit A.
2. The Authority will provide record construction drawings of existing facilities, previous subsurface borings, and other pertinent data available from its files or other City of Boston agencies.
3. The Authority will provide borings and subsurface investigations as may be required by the Consultant for design development and construction documents. The Consultant shall determine the requirements for borings and subsurface investigations, and assist the Authority in engaging consultants for such services.

H. Design Program

Inasmuch as the Authority does not contemplate any major or significant change from the design program established in the National Design Competition, the Consultant shall proceed with design development in accordance with the winning design and such changes in the design program the Authority may find necessary and appropriate.

I. Construction Budget

The construction budget is \$2,810,000. The Consultant shall develop final design construction within the constraints of this budget except as the Authority may otherwise authorize and in which the Consultant concurs.

J. Codes and Standards

The work under this contract shall be designed to conform to the codes of the City of Boston and sound construction standards.

ARTICLE II SCOPE OF WORK

A. Task 1. Design Development

- 1.1 During design development, the Consultant will prepare studies, sketches, and drawings of design details as necessary to advance the winning design to a preliminary design stage.

1.2 In addition to such studies, sketches and drawings the Consultant shall prepare the following preliminary drawings for reviews and approvals by the Authority and any other City of Boston agencies:

- . development plan showing the proposed design
- . grading and drainage plan
- . pavement and lighting plan
- . irrigation and utility plan
- . planting plan
- . fountain, kiosk and monument details
- . elevations, sections, profiles and other pertinent details

Plans shall be drawn at the scale of 1"=20'; elevations, sections, profiles and details shall be at suitable scales.

- 1.3 The Consultant shall prepare outline specifications in support of the preliminary drawings.
- 1.4 The Consultant shall prepare a preliminary construction cost estimate based on quantities of items measured from the preliminary drawings and set forth in the outline specifications.
- 1.5 The Consultant shall prepare a technical report on the proposed design and germane items e.g. foundations, utilities, mechanical equipment, etc.
- 1.6 For preliminary design submission at the end of design development, the Consultant shall furnish six copies of the preliminary drawings, outline specifications, construction cost estimate and technical report, and one set of sepia transparencies of the drawings.
- 1.7 The Authority shall review the preliminary design submission and the Consultant shall incorporate the Authority's comments in the approved preliminary design documents.

B. Task 2. Construction Documents

- 2.1 The Consultant shall proceed with the preparation of construction documents on the basis of the approved preliminary design documents. The construction documents to be prepared by the Consultant are construction drawings, technical specifications, special requirements and bid quantities. The Authority shall provide its bidding, legal and general requirements for construction documents. The construction documents will be prepared and assembled in accordance with the Authority's standard format.
- 2.2 The construction drawings shall be drawn on reproducible drafting film in a nominal sheet size of 30"x42". The construction drawings shall clearly define the work and shall include the following:
 - . title and signature sheet
 - . legend and notes
 - . demolition and removal plan
 - . development plan
 - . grading and drainage plan with details

- . pavement and lighting plan with details
- . irrigation and utility plan with details
- . planting plan with planting details
- . fountain plan with structural, mechanical, electrical and plumbing details
- . kiosk and other structures
- . requirements for Gibran and Ahern Memorials
- . benches, signs, trash receptacles, drinking fountains and other miscellaneous items

Plans shall be drawn at the scale of 1"=20'; elevations, sections, profiles and details shall be at a suitable scale.

- 2.3 The technical specifications shall be prepared in the format of the Construction Specification Institute (CSI) which shall prescribe the work, materials, standards, and methods of measurement and payment. The specifications shall be typewritten in black on white 8-1/2x11 inches paper.
- 2.4 The bid quantities shall be measured from the construction drawings and which the Consultant shall use in making a final construction cost estimate.
- 2.5 At 75% completion, the Consultant shall submit to the Authority for its review and by other public agencies six copies of the construction drawings, specifications, construction cost estimate and supporting technical data and computations, and one set of sepia transparencies of the construction drawings. The Consultant shall incorporate the review comments in the construction documents.
- 2.6 At 100% completion, the Consultant shall submit to the Authority six copies of the completed construction drawings, specifications, bidding quantities, construction cost estimate, and supporting technical data for final review. The Consultant shall incorporate the review comments in the construction contract documents along with the Authority's standard and special contract provisions.

C. Task 3. Construction Contract Assistance

- 3.1 The Consultant shall assist the Authority in preparing an invitation for bid form, a proposal form and a contract form.
- 3.2 The Consultant shall assist the Authority in having the contract documents printed in a quantity for issuance to bidders.
- 3.3 The Consultant shall assist the Authority in tabulating and reviewing bids.

D. Task 4. Construction Period Services

- 4.1 The construction period will commence with the award of the construction contract(s) and will terminate with the acceptance of the facility by the Authority. Except as otherwise provided in this Agreement, the

- Consultant will not provide administration of the construction contract under this task but will act only in an advisory capacity to the Authority.
- 4.2 The Consultant shall check the contractor's shop drawings, schedules, descriptive literature, samples and tests for conformity with the contract documents and recommend approval, disapproval, or other suitable disposition. The Consultant shall also review the contractor's requests for information or clarification of the construction drawings and specifications.
 - 4.3 The Consultant shall inspect and tag at their sources the plant materials the contractor proposes to install in the project.
 - 4.4 The Consultant shall visit the project periodically to observe the quality of construction and to advise the Authority if the work is in accordance with contract documents.
 - 4.5 The Consultant shall review proposals for change orders when requested by the Authority. The Consultant's reply regarding his review of cost proposals shall include an independent breakdown of costs in detail.
 - 4.6 The Consultant shall participate in intermediate and final inspections, acting as observer and adviser to the Authority. The Consultant shall provide qualified engineers and landscape architects who are familiar with the design work to act as observers and advisors in the inspection.

E. Task 5. Post Construction Services

- 5.1 For a period of one year after the Authority's acceptance of the project, the Consultant shall furnish advisory and consulting services normal to such a professional contract and necessary to assure the proper functioning of the Consultant's design.
- 5.2 The Consultant shall prepare record drawings showing the changes made during the construction period. The Authority shall have the contractor maintain a marked-up construction drawings set of prints showing all changes made during construction which shall be furnished to the Consultant at the end of construction. From the marked-up prints, the Consultant shall make the changes on the original contract drawings and note them to be "Record Drawing". Amendments and change orders shall be similarly embodied in the specifications. The Consultant shall deliver the record drawings and specifications to the Authority within sixty days after receiving the marked-up prints.

F. Task 6. Construction Administration and Inspection Services

- 6.1 The Consultant shall provide a qualified person to be the Resident Engineer who shall act as the representative of the Authority on the project site and assist the Authority in its administration of the construction contract.

- 6.2 The Resident Engineer shall inspect the construction on a full time basis to see that the project is constructed in accordance with the construction drawings and specifications. However, the Consultant shall not be responsible for any failure of the construction contractor in his construction means, methods, techniques, sequences, procedures and safety precautions.
- 6.3 The Resident Engineer shall conduct job meetings, prepare minutes, establish and approve schedules, coordinate the activities of the contractor with those of City and utility agencies, review laboratory tests of materials, and otherwise oversee the contractor's work as the Authority's agent.
- 6.4 The Resident Engineer shall submit monthly reports to the Authority on the progress of construction, prepare certificates of progress, and review and approve the contractor's requisitions for payments.
- 6.5 The Resident Engineer shall prepare and process change orders initiated by the Authority and/or the contractor.
- 6.6 The Resident Engineer shall conduct intermediate and final inspections of the construction. Deficient items of work shall be listed and followed through to completion and acceptance by the Authority.
- 6.7 At the conclusion of construction and acceptance of the project, the Resident Engineer shall submit a "close-out report" to the Authority with his recommendation of final payment to the contractor.

ARTICLE III TIME AND ORDER OF CONSULTANT'S SERVICES

- A. The Consultant shall render services required under this Contract in such sequences and at such times as to ensure the prompt and continuous execution of the services of the Consultant. The Authority and the Consultant agree that said services shall be submitted to the Authority according to the following schedule from the time of full execution of this Agreement, exclusive of review time by the Authority and other government agencies or authorities, and exclusive of periods of inactivity arising from scheduling of required meetings with local community groups:
 1. Design Development: a maximum of 120 working days.
 2. Construction Documents: a maximum of 180 working days.
 3. Construction Contract Assistance: as required for coordination with the Authority's advertising and bidding schedule.
 4. Construction Period Services: as required by the construction period set forth in the construction contract.
 5. Post Construction Services: a minimum of one calendar year after the Authority's acceptance of the project.

6. Contract Administration and
Inspection Services:

as required by the construction contract
and mutually agreed upon by the Consultant
and Authority.

- B. If an extension of time is required as the result of circumstances not caused by the Consultant or for which the Consultant is not at fault, reasonable extensions shall be granted and if such delays are cause for the Consultant to do extra work, as determined by the Authority, the Consultant shall be compensated for the extra work in accordance with Article V Payment for Supplementary Services.

ARTICLE IV PAYMENT FOR BASIC SERVICES

- A. Except as otherwise specifically provided for herein, the Authority shall pay to the Consultant, as total compensation for all basic services rendered under Tasks 1-5, a fee of \$ 241,183.00.
- B. Payment for basic services rendered under Tasks 1-5 shall be made in proportion to services performed for the given task and the amount of fee allocated to the given task as follows:

Task 1. Design Development	\$ 76,001.00
Task 2. Construction Documents	\$ 118,947.00
Task 3. Construction Contract Assistance	\$ 3,032.00
Task 4. Construction Period Services	\$ 36,521.00
Task 5. Post Construction Services	\$ 6,682.00
Total Fee	\$ 241,183.00

- C. Payment for services to be rendered under Task 6. Contract Administration and Inspection Services shall be negotiated by the Authority and the Consultant and agreed to when the length and time of construction period has been established.
- D. Should the Authority determine to reduce or halt or eliminate any task, the Consultant shall then be compensated for services already performed as mutually determined.

ARTICLE V PAYMENT FOR SUPPLEMENTARY SERVICES

- A. The Authority agrees to compensate the Consultant for any supplementary services provided hereunder. Payment shall be a fixed sum for each defined supplementary service approved by the Authority in writing, based upon the Consultant's estimate of the cost of providing the defined supplementary service.
- B. Where the cost of supplementary services cannot be accurately estimated by the Consultant, due to uncertainties related to the nature of supplementary services, the Authority may elect to compensate the Consultant as follows:

2.5 times the direct salary costs of technical personnel for hours expended in performing the supplementary service plus the time of principals at \$75 per hour.

At the Authority's request, the Consultant shall prepare a general supplementary service estimate of anticipated hours and salary costs whose total shall be an amount not to be exceeded in performing the services, except as the Authority may further authorize. The Consultant shall submit certified time sheets with requests for payments.

- C. Changes and/or revisions to drawings or specifications resulting from a significant program change of the Authority, which are requested and approved by the Authority prior to the award of the Construction Contract, shall be paid for by the Authority in accordance with either Paragraph A or b above.
- D. If the Authority, after commencement of the Consultant's performance of the services hereunder, postpones, delays, or suspends the Project and subsequently, after a lapse of time, directs the resumption of performance of services by the Consultant, the Consultant, if he, in the judgement of the Authority, is caused to do extra work as a result thereof which he would not have had to do otherwise, will be entitled to extra compensation for such extra work to be paid in accordance with Paragraph A or B above.
- E. The Consultant shall be compensated in accordance with Paragraph A or B above for consultation concerning replacement of any construction work damaged by fire or other causes during construction and furnishing professional services as may be required in connection with the replacement of such work, provided, however, that the Consultant agrees to provide without charge the necessary professional services during the period of guarantee of the work for any items replaced or services rendered by the construction contractor without charge under its guarantee.
- F. The Consultant shall be compensated in accordance with Paragraph A or B above for extra work in arranging for construction work to proceed should the construction contractor default due to delinquency or insolvency.

ARTICLE VI REIMBURSABLE EXPENSES

- A. Reimbursable expenses are in addition to compensation for basic and supplementary services and include actual expenditures made by the Consultant in the interest of the Project for the expenses listed in the following paragraphs:
- B. Expense of reproduction of plans, specifications, reports and other data and documents, requested by and furnished to or on behalf of the Authority.
- C. Expense of renderings, models and mock-ups as requested by the Authority.
- D. Expense of travel expenses; including transportation, meals and lodging expenses; requested and approved by the Authority in writing.
- E. Testing of construction materials and in connection therewith, the Consultant shall be reimbursed its actual costs in retaining a competent testing laboratory.

ARTICLE VII MAXIMUM PAYMENT FOR ANY AND ALL SERVICES

It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of \$ _____ for any and all of the services and expenses required or rendered by the Consultant.

ARTICLE VIII METHOD OF PAYMENT

A. Basic Services

The Consultant shall make application monthly or periodically for payment of fees and reimbursable expenses for all services hereunder in accordance with the task amounts specified in Article IV. Said applications shall include a certified statement from the Consultant indicating the percentage of completion of such services and such additional information as may be required.

The Authority shall make payments to the Consultant for each task, and shall retain five (5%) percent of each payment, but not including that portion of the payment for reimbursable expenses, until satisfactory completion of all services. Upon award of the construction contract and start of Task 4, the Authority shall release to the Consultant the amounts retained from payments for Tasks 1, 2 and 3.

B. Supplementary Services

Payment for supplementary services and related reimbursable expenses shall be made after receipt and acceptance by the Authority of an application for payment of such supplementary services. Whenever payment to the Consultant is based upon an amount equal to two and one-half (2.5) times the Consultant's hourly rates for the time of its employees, the Consultant's application for payment shall be accompanied by an abstract of each payroll covered by the application showing the name of the person employed on the work, job title, the number of hours worked, hourly rates, and total wages contributed to the work performed. Such abstracts shall be certified by a principal of the Consultant and shall contain such additional information as may be required to verify the charges.

ARTICLE IX OWNERSHIP OF ORIGINAL DOCUMENTS

All designs, drawings and specifications developed in the performance of the Contract shall become the property of the Authority's but may not be used for any other project without additional compensation to the Consultant.

ARTICLE X ASSIGNABILITY

The Authority may assign or transfer its interests in this Contract, without the written consent of the Consultant, to the City of Boston, or any department thereof, provided, however, that at the time of such assignment the City Auditor shall approve such assignment as to availability of appropriation by endorsing such approval in writing on the Instrument of Assignment and the executive officer of the agency to which the assignment is made shall endorse his acceptance thereof in writing on the said instrument. Except as provided in the preceding sentence, neither the Authority nor the Consultant shall assign or transfer their respective interests in this Contract without the written consent

of the other. If the Authority elects to transfer its interest in this Contract to the City of Boston or any department thereof, any written orders, written approvals or instructions previously given by the Authority are binding on the party to which the Contract is transferred; and if instructions or written orders are changed by said party so as to cause the Consultant to revise work previously completed, the Consultant shall so identify the revisions required in writing to said party, said revisions which shall be cause for extra compensation to the Consultant according to Article V Payment for Supplementary Services.

ARTICLE XI RELEASE

In consideration of the execution of this Contract by the Authority, the Consultant agrees that simultaneously with the acceptance of what the Authority tenders and the Consultant accepts as the final payment by it under this Contract, the Consultant will execute and deliver to the Authority an instrument under seal releasing and forever discharging the Authority of and from any and all claims, demands and liabilities whatsoever of every name and nature, both at law and in equity, arising from, growing out of, or in any way connected with this Contract, save only such claims, demands and liabilities as are expressly excepted in said instrument.

ARTICLE XII SOCIETY RULES OR CUSTOMS

No rules of any society or any custom of Consultant shall be binding on the part of the Authority.

ARTICLE XIII SEPARABILITY PROVISIONS

If any provisions of this Contract shall be adjudged unlawful or invalid, the validity of the remainder shall not thereby be affected.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

BOSTON REDEVELOPMENT AUTHORITY

Attest: _____

By _____
Stephen Coyle, Director

CLARKE + RAPUANO, INC.

Attest: _____

By _____
Raymond J. Heimbuch, President

Approved as to legal form: _____

General Counsel
BOSTON REDEVELOPMENT AUTHORITY

REIMBURSABLE EXPENSES1. Transportation

For trips between New York City and Boston by design staff of the Consultant and its Sub-consultant.

Estimated design staff trips:

Task 1	19
" 2	21
" 3	4
" 4	50
" 5	<u>12</u>
	106 trips

Cost per trip:

Air fare	\$130
Ground transportation	<u>35</u>
	\$165

Estimated cost:

106 trips x \$165 \$17,490

2. Per diem

For meals and lodging when design staff remain overnight in Boston.

Estimated overnight stays:

Task 1	4
" 2	6
" 3	0
" 4	10
" 5	<u>2</u>
	22 overnight stays

Per diem \$150 x 22 = \$3,300

3,300

3. Reproduction of Plans

For submission to the Authority for its review and by other public agencies.

Drawing size 30" x 42"	=	8.75 sf/sheet
24 sheets x 8.75	=	210 sf/set

Ozolid prints:

Task 1	8 sets x 210	=	1,680 sf
Task 2	16 sets x 210	=	<u>3,360 sf</u>
			5,040 sf

5,040 x 0.15 = \$756

Sepia reproducibles:

Task 1	1 set x 210	=	210 sf
Task 2	3 sets x 210	=	<u>630</u>
			840 sf

840 x 0.75 = \$630

\$1,386

4. Reproduction of specifications, estimates and reports

For submission to the Authority for its review and by other public agencies.

Task 1	Estimate 100 sheets per set
	8 x 100 x 0.10 = \$ 80

Task 2	Estimate 250 sheets per set
	16 x 300 x 0.10 \$480

\$ 560

5. Long distance telephone

Task 1	4 mos. @ \$120	=	\$ 420
Task 2	7 mos. @ 90	=	630
Task 4	13 mos. @ 70	=	910
Task 5	12 mos. @ 30	=	<u>360</u>

\$2,320

\$2,320

6. Photography

Photographs for public information service

Allowance \$3,000

\$3,000

Total Reimbursable Expenses
Say

\$28,056
\$28,000

COPLEY SQUARE
MANAGING AND SALARY SCHEDULE

CLARKE + RAPIANO INC.
JULY 15, 1985

STAFF	TASK 1		TASK 2		TASK 3		TASK 4		TASK 5		TOTAL	TOTAL	
	Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Cost	
Produc. Princ./Proj. Mgr.	\$30.00	48	\$1,440.00	32	\$960.00	2	\$60.00	28	\$840.00	4	\$120.00	114	\$3,420.00
Project Designer	\$21.70	320	\$6,944.00	320	\$6,944.00	4	\$86.80	112	\$2,430.40	36	\$781.20	792	\$17,186.40
Senior Designer	\$19.50	260	\$5,070.00	512	\$9,984.00	16	\$312.00	192	\$3,744.00	40	\$780.00	1020	\$19,890.00
Designer	\$16.00	160	\$2,560.00	360	\$5,760.00	12	\$192.00	120	\$1,920.00	16	\$256.00	668	\$10,688.00
Junior Designer	\$14.00	100	\$1,400.00	300	\$4,200.00	8	\$112.00	64	\$896.00	0	\$0.00	472	\$6,608.00
Drafter/Technician	\$13.00	280	\$3,640.00	624	\$8,112.00	8	\$104.00	96	\$1,248.00	0	\$0.00	1008	\$13,104.00
Specification Writer	\$17.50	60	\$1,050.00	136	\$2,380.00	4	\$70.00	24	\$420.00	4	\$70.00	228	\$3,990.00
Word Processor Operator	\$11.70	32	\$374.40	80	\$936.00	0	\$0.00	0	\$0.00	0	\$0.00	112	\$1,310.40
TOTAL SALARY COST													
		1260	\$22,478.40	2364	\$39,276.00	54	\$936.80	636	\$11,498.40	100	\$2,007.20	4414	\$76,196.80
SALARY COST X 2.5													
			\$56,196.00		\$98,190.00		\$2,342.00		\$28,746.00		\$5,018.00		\$190,492.00
SUBCONSULTANT COST													
			\$19,805.00		\$20,757.00		\$690.00		\$7,775.00		\$1,664.00		\$50,691.00
TOTAL COST													
			\$76,001.00		\$118,947.00		\$3,032.00		\$36,521.00		\$6,682.00		\$241,183.00

NOTE: Designers include Engineers, Landscape Architects and Architects.

COPLEY SQUARE

Clarke + Rapuano Inc.
July 17, 1985

KEY DESIGN STAFF ASSIGNED TO PROJECT

<u>Employee</u>	<u>Discipline</u>	<u>Project Title</u>	<u>Hourly Rate</u>
Domenico Annese, RLA	Landscape Architect	Productive Principal/Proj. Mgr.	\$30.00
Raymond J. Heimbuch, PE	Civil Engineer	Deputy Prod. Principal	33.00
Dean Abbott, RLA	Landscape Architect	Project Designer	21.70
James Coleman, RLA	Landscape Architect	Senior Designer	22.80
Donald C. Hughes, PE	Mech./Elect./Engineer	Senior Designer	20.35
Andre Martecchini, PE	Structural Engineer	Senior Designer	19.30
William Wild	Civil Engineer	Senior Designer	17.25
Bernd Lenzen	Civil Engineer	Senior Designer	19.90
Robert W. Kugelman	Civil Engineer	Specifications Writer	17.50

DUTIES OF KEY DESIGN STAFF ASSIGNED TO PROJECT

Domenico Annese, RLA, Productive Principal/Project Mgr.: Will administer the project, being responsible for coordinating work activities, schedules and administrative liaison with the Authority.

Raymond J. Heimbuch, PE, Deputy Productive Principal: Will serve as Mr. Annese's deputy in administrative liaison with the Authority and also assist in over-seeing engineering design.

Dean Abbott, RLA, Project Designer: Will serve as the project designer, being responsible for design and design direction to the various disciplines. He will maintain design liaison with the Centennial Committee and Authority.

James Coleman, RLA, Senior Designer: Will provide design support to Mr. Abbott, providing critiques and assistance in working out details and, when necessary, serve as Mr. Abbott's deputy in design liaison with the Centennial Committee and Authority.

Donald C. Hughes, PE, Senior Designer: Will provide design direction for mechanical, electrical, electrical, and irrigation work, particularly in establishing systems. He will maintain technical liaison with utility agencies and direct Cleverdon, Varney & Pike, Inc. in their work.

Andre Martecchini, PE, Senior Designer: Will provide design direction for structural engineering.

William Wild, Senior Designer: Will provide design direction for site engineering and be responsible for quantity and cost estimates.

Bernd Lenzen, Senior Designer: Will direct lighting design and assist in irrigation design.

Robert W. Kugelman, Specifications Writer: Will direct the preparation of specifications and contract documents; also assist staff designers in research of materials and construction methods.

Cleverdon, Varney & Pike, Inc., Subconsultant: Assist in designing electrical site work and fountain/pool mechanical and electrical work and also in collecting utility data, and coordinating utility requirements.

COPLEY SQUARE
Tentative List of Drawings

Clarke + Rapuano Inc.
July 17, 1985

Nominal sheet size = 30" x 42"
Plans at 1" = 20' scale; details as appropriate

<u>Description</u>	<u>No. of Sheets</u>
Title and cover sheet	1
Legend and notes	1
Removal plan (on topo survey base)	1
General development plan, showing reference dimensions	1
Grading, drainage, recharging plan	1
Grading, drainage, recharging details	1
Pavement and lighting plan	1
Pavement and lighting details	2
Irrigation and utility plan	1
Irrigation and utility details	2
Planting plan	1
Planting list and details	1
Seasonal planting	1
Fountain plan with vaults and details	3
Kiosk	1
Miscellaneous details i.e. benches, signs, monuments, etc.	<u>3</u>
Total	22
Say	24

